



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
DEFENSE LANGUAGE INSTITUTE FOREIGN LANGUAGE CENTER
AND PRESIDIO OF MONTEREY
PRESIDIO OF MONTEREY, CA 93944-5006

ATZP-GC (58)

14 June 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Responsibilities in Operating GSA Leased Vehicles

References:

- a. DoD 4500.36R, 29 Mar 94, Management, Acquisition, and Use of Motor Vehicles.
 - b. Memorandum, ATZP-CDR, 16 Apr 02, subject: Command Policy on the Use of Government Vehicles.
 - c. Memorandum, ATZP-DL, 8 Oct 97, subject: Approval of Weekly Dispatch for GSA Leased Vehicles.
2. Under Weekly Dispatch Program, Commanders, Deans, and Directors are responsible for maintaining a system to perform the following:
- a. Prior to assigning vehicle, check to ensure operator has a valid state license and a DD Form 1902 (Certificate of Qualification).
 - b. When conducting safety briefings, emphasize the importance of driver safety at all times.
 - c. Approve use of vehicle for official business IAW references a and b above.
 - d. Ensure driver(s):
 - (1) Report accidents/damage or maintenance deficiency to the DOL, Transport Operations within 1 workday of the incident.
 - (2) Perform Preventive Maintenance Checks (PMCs) daily, using check sheet, prior to operating vehicle. Walk around vehicle to check for any damage.

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(3) Fuel vehicles using ONLY regular unleaded fuel. Use of Supreme, Plus or Premium types is not authorized. Turn in any receipts for fuel/car wash and other forms (including completed POM Form 4-154) weekly.

(4) Wear seat belts at all times. Smoking, eating, or drinking inside vehicles is not authorized.

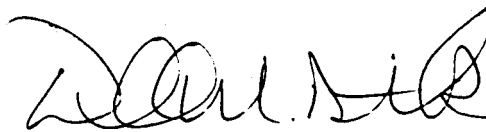
(5) Prior to backing vehicle, the driver must visually check surroundings.

(6) Use of cell phones while operating vehicle is prohibited.

3. It is mandatory that vehicles are dispatched once a week. For users assigned on the POM, hours are 1000-1200/1245-1500, Mondays-Thursdays (except holidays), building 105, lower POM. For ones on the Ord Military Community (OMC), hours are 0600-1800, Mondays-Fridays (except holidays), building 4499, Joe Lloyd Way. User and the dispatcher will conduct a joint inspection, with results to be authenticated and retained by DOL, Transport Operations. To preclude delays in inspections, please adhere to the scheduled date/time. Otherwise, please call ext 4169 (POM) or ext 7789/7791 (OMC).

4. In accordance with AR 735-5, Policies and Procedures for Property Accountability, operator may be held financially liable for damages to vehicle. Agencies that dispatch vehicles are responsible for inspection between different operators and may be held financially liable for unreported or undocumented damage to vehicles.

5. This supersedes previous editions. This policy may also be accessed on the WEB: <http://dli-www.army.mil>. Go to "Presidio" to "Directorate of Logistics Transportation".



WILLIAM M. DIETRICK
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Garrison Commander

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